



**Office of Student Life-Student Conduct  
Division of Student Affairs**

**Records Maintenance Policy**

Privacy. The record of a disciplinary case and all supporting documentation shall be maintained according to University policies and applicable state and federal laws concerning maintenance and disclosure of student records, protection of a student's right of privacy, and the disclosure of personal student information. Academic and Non-academic disciplinary files of undergraduate and graduate students will be maintained by the Office of Student Conduct. Disciplinary files for students enrolled in University Extension courses who are not otherwise registered as students at the University of California, Merced will be maintained by the Office of Student Conduct.

Disciplinary files for students enrolled in Summer Session courses or the Education Abroad Program who are not otherwise registered as students at the University of California, Merced may be maintained by the Office of Student Conduct. Responsible officials will provide copies of all letters of recommended sanctions to the Office of Student Conduct, where these documents and notices of sanctions will be maintained.

**Records Disposition**

According to the University Records Disposition Schedules Manual, the disciplinary file of a student found responsible for violating campus regulations (including transcripts or recordings of any hearing) will be maintained as a disciplinary record by the responsible officials designated above for a minimum of five (5) years from the date the case is resolved either by informal resolution, hearing or appeal, unless otherwise determined by the Director of Student Life and Conduct (e.g., administrative holds, Suspensions, Dismissals, Degree Revocations). Cases that result in Suspension, Dismissal or Degree Revocation will be kept indefinitely, but not longer than fifty (50) years after the end of the academic year in which the student no longer attends the University. (see <http://recordsretention.ucop.edu/> and look for Section 0011E2)

Student records are subject to mandatory disposition schedules contained in the [University Records Disposition Schedules Manual](#), with the following exceptions:

1. Student records shall be retained if there is an outstanding request to inspect and review them (see Section 130.416 of the UC Policies Applying to Campus Activities and Organizations and Students and University Policy RMP-1);
2. Explanations placed in the student record of an individual seeking to correct the record shall be retained as long as the contested portion of the record is retained;
3. The record of access shall be retained as long as the student record to which it relates is maintained by the campus;
4. Student Conduct Records are confidential student records. Student Conduct Records containing personally identifiable information about students relating to any disciplinary action or proceeding are confidential student records. Disciplinary actions or proceedings include investigation, informal and/or formal hearings, and/or imposition of sanctions for violation(s) of the University of California Standards of Conduct for Students, the UC Merced Code of Student Conduct, or campus regulations. (See UC P&PM 320-21, Section II. F., and UC Policies Section 130.00); and
5. Student Conduct Records are protected from disclosure. Confidential Student Conduct Records are protected from disclosure under the Federal Family Educational and Privacy Rights Act (FERPA), as well as privacy provisions of the California Information Practices Act and the California State Constitution.